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## Forms Management Branch Report for CY 1959

### Forms Management General Activity

Completed 1352 forms analysis projects resulting in adoption of 225 new forms, revision of 298 forms and reprinting of 829 forms with 30,416,172 copies being printed. Seventy-four of these projects involved hecto and offset masters with a potential production of an additional 160,782,500 copies.

The number of forms obsoleted hit a new high - <sup>339 (PA 48)</sup>~~323~~. This makes an 8 year total of 1421 obsoletions and is the prime reason the number of Agency controlled forms has continued to be kept around the low figure of 2000 so consistently.

### Practicing What We Preach

Destroyed or retired 8 cu. ft. of Forms Management Branch Records. This represents about 20% of our total record holdings.

### Personnel Record Questionnaire Improved

Revision of Personnel Record Questionnaire, parts 1 and 2 and use of NCR paper eliminated carbons, collating and decollating with savings of over \$4,000.

### Total Records Management In Action

A complete Records Management project was accomplished for CIA's new building site security office. Included among the accomplishments were:

- a. Developed 15 forms.
- b. A narrative report and 5 bootleg forms were combined and replaced by 2 standardized report forms.
- c. Developed operating procedures for security office and contract guard personnel.
- d. Procured furniture and equipment. Introduced as an innovation a hair dryer for drying polaroid prints, thus cutting drying time from 3-5 minutes to 30 seconds. This and other work saving ideas reduced total processing time to badge a worker from an anticipated 10-15 minutes to 79 seconds.
- e. Developed and installed card files and related systems.
- f. Prepared records control schedule and destroyed 2 cu. ft. of records.
- g. Presented slides and script on project to Records Management personnel and personnel in attendance at an AMA workshop seminar.

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Surveyed All Overseas Forms

A survey of 334 overseas forms resulted in obsolescence of 18, removal of 13 from the overseas category plus revisions and other changes in 45 more.

✓ OJT's Obviate Need for Transmittal Dispatch

DD/P on the job trainees working on a Forms Management project proved that transmittal dispatches are not needed to send T/A forms to the field. The Comptroller will implement. New procedures when installed will prevent the creation of 8000 documents and should save \$400 in typists' time plus many additional man hours spent by Agency Executives in coordination and release of dispatches.



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New Agency Multi-Purpose Envelope and Companion Courier Receipt and Log Record Installed

These mail control aids are meeting or exceeding expectations for saving mail handling and logging time, envelopes and storage space in safes. Estimated savings of over \$90,000 may be surpassed when system is in full use.

Records Disposition and Forms Management Work Hand in Hand

As a follow-up to a safe survey conducted by Records Disposition, eliminated 12 bootleg Security Check Officer Check List forms and replaced them with the official Agency form.

Simplified Request for Internal Training Form

✓ Use of color coding and identification of copies eliminates an estimated 20,000 documents a year. Form simplified and reduced in size from 8x10 $\frac{1}{2}$  to an 8x5.

Demise of 79 Bootleg Forms

✓ Follow through by Forms Management on discovery of a large number of bootleg forms in Supply Division/OL resulted in 79 of them being purged.

Controls on Release of Information To Foreign Governments

Analyzed and designed 2 NCR form sets which put in motion that part of Presidential Directive #1058 requiring the establishment and maintenance of effective controls on the release of classified information to foreign governments.

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#### Improved Management of Forms

- a. Indices of overseas forms are now being published and distributed quarterly throughout DD/P.
- b. Forms Management was instrumental in seeing that the first correct Agency Forms Catalog was published. This catalog fills a previously existing vacuum by getting the latest information on forms to the majority of users both in Headquarters and Overseas.
- c. Introduced jointly with the Cataloging Branch/OL a new system for flow and dissemination of information on stocked and non-stocked forms. Under this system MRD provides a monthly listing of all form changes, deletions and revisions to Stock Control, Building Supply Offices, Cataloging Branch, Office of Training, Franconia Warehouse and others. Monthly changes to the Forms Catalog are based on this information. This is helping purge the system of obsoleted forms.

#### Information Reports

- a. The last of the Agency information report formats not complying with the common format was pulled into the fold when the "hot" (TD Series) information report forms were revised to employ all common format features except size.
- b. The Department of Army adopted the common format. This significant event will undoubtedly speed adoption of the common format by other members of the community.
- c. Assisted DD/P in writing a memorandum about care and use of information report masters. This information is to be distributed to both Headquarters and Field DD/P personnel who prepare information reports.
- d. Briefed Senior Reports Officers of DD/P on "Do's and Dont's of Preparing Offset Masters." This well received briefing got down to the very basics as to what was needed to produce good quality offset masters.
- e. Purged the supply system of some 4000 faulty offset masters which caused retype incidences as high as 50%. In addition to saving over \$700 by having the manufacturer replace the faulty masters, many hours of typists' time were saved. Also saved many hours in proof reading, handling and shipping the masters.
- f. By revising some of the information report masters we were able to:
  1. Reduce costs of shipping forms overseas.
  2. Provide for a speed up of printing of information reports by Printing Services Division.

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- g. Designed a form for punched card application dealing with customers' initial reaction to CS Information Reports. The feedback of these reactions resulted in better reports and more accurate requirement coverage by the field.

✓ Improved Suggestion Award Staff Form

Made several substantial improvements in the suggestion form. Included among the improvements were:

- a. Form designed to fit window envelope, thus, eliminating envelope addressing.
- b. Form constructed as a carbon interleaved snap-out set.
- c. Suggester now completes acknowledgement section, a step previously done by Suggestion Awards Staff.
- d. Printed on back of suggestion form useful information regarding suggestions which should improve quality of suggestions received and eliminate unnecessary phone calls about Suggestion Program in general.

Other Forms Management Activities

[ ] was associate Chairman of the American Management's Records Retention Workshop Seminar.

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[ ] served as a member of the IRAC Forms Management Round Table and as Chairman of its Professional Society Committee.

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